

Memorandum

MIAMI-DADE
COUNTY

Date: March 8, 2016

To: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners

Agenda Item No. 8(F)(3)

From: Carlos A. Gimenez
Mayor

Subject: Recommendation for Approval to Establish a Pre-Qualification Pool: Elderly Meals
Food Services

Recommendation

It is recommended that the Board of County Commissioners (Board) approve the establishment of a pre-qualification pool, RTQ-00280, for the purchase of ready-made meals for the Community Action and Human Services Department. Bidders who receive spot market awards under this pool will provide and deliver meals packaged in disposable containers to the department's elderly clients at designated sites (e.g., adult day care and senior centers) as well as complete deliveries to homebound participants in the Meals on Wheels Program. The meals, which include hot and frozen foods, shall adhere to strict nutritional guidelines governing the production and delivery of food to the elderly.

Scope

The impact of this item is countywide in nature.

Fiscal Impact/Funding Source

The fiscal impact for the five-year term is \$10,000,000. The current contract, 9372-0/15, is valued at \$10,630,000 for five (5) years. The method of award has been revised from a fixed-price schedule under the existing contract to a pre-qualification pool. This was done to enable the County to capitalize on market cost reductions and maximize competitive pricing while ensuring resource availability. The allocation being requested has been reduced based on an overall reduction in market pricing for ready-made meals and the projected expenditure by the Community Action and Human Services Department.

Department	Allocation	Funding Source	Contract Manager
Community Action and Human Services	\$10,000,000	Federal Funds	Edeline Mondestin
Total	\$10,000,000		

Track Record/Monitor

Claudia Portocarrero of the Internal Services Department is the Procurement Contracting Officer.

Delegated Authority

Upon approval of this item, a pool of pre-qualified vendors will be established to participate in spot market competitions. The County Mayor or the County Mayor's designee will have the authority to solicit pricing and award contracts up to an aggregate amount of the allocation authorized by the Board. The County Mayor or the County Mayor's designee will also have the authority to exercise all provisions of the solicitation documents and any resulting contracts pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38, and add vendors to the pool at any time, subject to ratification by the Board on a bi-annual basis.

Vendors Pre-Qualified for Pool

A Request to Qualify (RTQ) was issued under full and open competition on September 21, 2015. The method of award was to prequalify all responsive and responsible vendors that met the minimum requirements as specified in the RTQ for participation in future spot market competitions. Five (5) vendors responded to the solicitation. The vendors listed in the following table satisfied the prequalification criteria. Additional qualified vendors may be added to the pool during the term of the RTQ.

Vendor	Principal Address	Local Address	Principal
Greater Miami Caterers, Inc.	4001 NW 31 Avenue Miami, FL	Same	John Olmo
Independent Living Systems, LLC (ILS) dba Classic Caterers	5200 Blue Lagoon Drive, Suite 500 Miami, FL	Same	Orlando Monteagudo
Prima Food Corporation d/b/a Diana Food Group	4020 NE 10 Way Pompano Beach, FL	Same	Susan Wodnicki

Vendors Not Pre-Qualified for Pool

Vendor	Reason for Not Recommending
Nutrispa, Inc.	Vendor neither completed the vendor registration process nor submitted the requisite qualification documents. Upon satisfactory completion of the registration process and submission of the necessary qualifying documentation, the vendor will be added to the pool.
DDP Pizza Enterprises, Inc. dba Pizza Machine/Culinary Affairs	

Due Diligence

Pursuant to Resolution No. R-187-12, due diligence was conducted in accordance with the Internal Services Department's Procurement Guidelines to determine contractor responsibility, including verifying corporate status and that there are no performance or compliance issues. The lists that were referenced include convicted vendors, debarred vendors, delinquent contractors, suspended vendors, and federal excluded parties. There were no adverse findings relating to contractor responsibility.

Pursuant to Resolution No. R-140-15, prior to the re-procurement of the contract, a full review of the scope of services was conducted to ensure the replacement pool award best reflects the County's current needs. The review included conducting market research, posting a draft solicitation for industry comment, and holding meetings and drafting sessions with user departments.

Applicable Ordinances and Contract Measures

- The two (2) percent User Access Program provision does not apply due to the federal funding source.
- The Small Business Enterprise (SBE) Bid Preference and Local Preference ordinances do not apply due to the federal funding source.
- The Living Wage Ordinance does not apply due to the federal funding source.


Russell Benford
Deputy Mayor



MEMORANDUM

(Revised)

TO: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners

DATE: March 8, 2016

FROM: Abigail Price-Williams
County Attorney

SUBJECT: Agenda Item No. 8(F)(3)

Please note any items checked.

- ☐ "3-Day Rule" for committees applicable if raised
- ☐ 6 weeks required between first reading and public hearing
- ☐ 4 weeks notification to municipal officials required prior to public hearing
- ☐ Decreases revenues or increases expenditures without balancing budget
- ☐ Budget required
- ☐ Statement of fiscal impact required
- ☐ Statement of social equity required
- ☐ Ordinance creating a new board requires detailed County Mayor's report for public hearing
- ☐ No committee review
- ☐ Applicable legislation requires more than a majority vote (i.e., 2/3's ____, 3/5's ____, unanimous ____) to approve
- ☒ Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 8(F)(3)
3-8-16

RESOLUTION NO. _____

RESOLUTION AUTHORIZING ESTABLISHMENT OF PREQUALIFICATION POOL RTQ-00280 IN A TOTAL AMOUNT UP TO \$10,000,000.00 FOR ELDERLY MEALS FOOD SERVICE FOR THE COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO SOLICIT PRICING, AWARD CONTRACTS, EXERCISE ALL PROVISIONS OF THE SOLICITATION DOCUMENTS AND ANY RESULTING CONTRACTS PURSUANT TO SECTION 2-8.1 OF THE CODE OF MIAMI-DADE COUNTY, FLORIDA AND IMPLEMENTING ORDER 3-38, AND ADD VENDORS TO THE POOL AT ANY TIME, SUBJECT TO RATIFICATION BY THE BOARD ON A BI-ANNUAL BASIS

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board authorizes the establishment of prequalification pool RTQ-00280 for elderly meals food service for the Community Action and Human Services Department in a total amount up to \$10,000,000.00 and authorizes the County Mayor or County Mayor's designee to (a) solicit pricing and award contracts up to the aggregate amount of the allocation authorized by the Board, (b) exercise all provisions of the solicitation documents and any resulting contracts pursuant to Section 2-8.1 of the Code of Miami-Dade County, Florida and Implementing Order 3-38, and (c) add vendors to the pool at any time, subject to ratification by the Board on a bi-annual basis. A copy of the solicitation document and resulting contracts are on file with and available upon request from the Internal Services Department, Procurement Management Services Division.

The foregoing resolution was offered by Commissioner
who moved its adoption. The motion was seconded by Commissioner
and upon being put to a vote, the vote was as follows:

Jean Monestime, Chairman	
Esteban L. Bovo, Jr., Vice Chairman	
Bruno A. Barreiro	Daniella Levine Cava
Jose "Pepe" Diaz	Audrey M. Edmonson
Sally A. Heyman	Barbara J. Jordan
Dennis C. Moss	Rebeca Sosa
Sen. Javier D. Souto	Xavier L. Suarez
Juan C. Zapata	

The Chairperson thereupon declared the resolution duly passed and adopted this 8th day of March, 2016. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this Resolution and the filing of this approval with the Clerk of the Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

HG

Hugo Benitez